

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Clerk of Court	
<b>Position Title:</b>	Deputy Court Clerk I	<b>Pay Grade:</b>	2	<b>FLSA:</b> Non-exempt
<b>Date:</b>	February 2015	<b>Reports To:</b>	Lead Deputy Clerk	

---

**Purpose of Position**

This position must be a deputy of the Clerk of Courts and the purpose of this position is to perform general reception duties and clerical tasks, as well as receipt incoming monies.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Performs general reception duties including: addressing persons at the counter (determining assistance required, receipting funds, selling packets, seeking departmental clerk, properly receiving documents and copies) and answering/properly forwarding incoming phone calls.
- Performs general clerical tasks including such duties as retrieving and copying files, sorting and distributing mail, completing bulk mailing projects, updating Law Library with incoming materials, compiling "packets" of information for customers and monitoring supply.
- Receipts payments for fines, forfeitures, filing fees, copy fees, any other fees ordered to be paid to the clerk of court via counter, US Mail, Jail Mail, etc.
- Dockets, scans and attaches documents to the proper case in the CCAP database and routes appropriately.
- Assists minute clerk in preparing forms and other documents in courtroom setting.
- Reviews Guardian *ad litem* (GAL) and attorney bills, copies, distributes and scans for archives.
- Reviews weekly electronic calendar and prepares electronic files for distribution.
- Performs all other duties that are requested by the Clerk of Courts, Chief Deputy or Lead Deputy Clerks.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or may develop.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with previous computer experience and 1-2 years general office experience, with high attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Customer service, general bookkeeping and/or legal terminology knowledge and experience highly preferred.

**Other Requirements:**

Training:   None

Physical:   None

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

.....  
Employee's Signature

.....  
Date

.....  
Supervisor's Signature

.....  
Date

### Jefferson County Position Description

<b>Name:</b>		<b>Department:</b>	Clerk of Court
<b>Position Title:</b>	Deputy Court Clerk II	<b>Pay Grade:</b>	3
		<b>FLSA:</b>	Non-exempt
<b>Date:</b>	April 2014	<b>Reports To:</b>	Clerk of Courts

---

### Purpose of Position

This position must be a sworn deputy of the Clerk of Courts and the purpose of this position is to clerk in-court proceedings, maintain court files and records, perform clerical tasks, and may include performing accounting tasks for Jefferson County Clerk of Courts Office.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Maintains/updates CCAP database regarding records of cases or proceedings, including names of parties and attorneys involved, a brief statement of the nature of the action, the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Prepares and processes bonds, warrants, revocation of operations licenses, judgment of convictions, dispositional information.
- Clerks Court Hearings – prepares the Courtroom, coordinates appearances in person, via telephone or video conference system, apprises Judge of parties and attorneys present, administers oaths to court witnesses, receives, marks and maintains exhibits, provides the Judge with any necessary support and accounts for all files and paperwork. Takes court minutes via in-court processing directly into the CCAP database, documenting a brief statement of all proceedings in open court showing motions and orders during hearings and trial, including names of witnesses, jurors selected, the officer sworn to take them in charge, jury verdicts and openings and adjournments of court and all appropriate data which is required by law for both civil and criminal cases.
- Files, enters, records and keeps papers, books and records as required by law which may include scanning court files and archives records pursuant to Supreme Court rules.
- Processes filings of new actions, assigning court case numbers and court officials pursuant to local procedures.
- Processes Notice of Intent to Pursue Post-conviction Relief, Notice of Appeals, Appellate records, Competency and Not Guilty by Reason of Mental Disease Defect Orders, SCRAM (alcohol monitoring program), requests for records checks, and other various notices/orders.
- Provides general reception duties by providing excellent customer service when greeting and directing the public to the appropriate department.

- Receives, enters and maintains records of all payments ordered by and paid to the Court and assists in the process of maintaining, entering and preparing daily and monthly financial and accounting records including payment/reminder notices.
- Processes incoming documents and distributes original and copies to correct section/department and parties involved.
- Maintains a judgment and lien docket of all money judgments, transcripts and lien dockets of other Wisconsin Courts and federal courts, warrants for unemployment and delinquent tax or income.
- Keeps and maintains a record called registers of officials as listed under statute 59.40 (j) and certificate lists as listed under statute 59.40 (k).
- Maintains compliance with Supreme Court Rules regarding Ethics and Decorum.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Operates and troubleshoots video conferencing equipment, digital audio equipment and other technology as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with 2 years vocational/technical training with an emphasis on legal procedures, computer use and general bookkeeping and 3-4 years general office experience with a high attention to detail or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to perform tasks with exceptional accuracy is essential.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

.....  
Employee's Signature

.....  
Supervisor's Signature

.....  
Date

.....  
Date